



# COIT13238 *Industry Work Placement*

## Term 1 - 2022

Profile information current as at 28/04/2024 06:54 am

All details in this unit profile for COIT13238 have been officially approved by CQUniversity and represent a learning partnership between the University and you (our student). The information will not be changed unless absolutely necessary and any change will be clearly indicated by an approved correction included in the profile.

## General Information

### Overview

Industry Work Placement provides you with an opportunity to reflect on the Information and Communications Technology course through a paid, supervised Work Integrated Learning (WIL) experience. You will apply knowledge and skills that you have gained in your academic units to this work environment. You will practise your soft skills such as teamwork and communication skills in an authentic work environment. You will reflect on your strength and weakness in knowledge and skills, related both to your discipline and workplace experience for future improvement. You will evaluate how your university studies prepared you for the industry. Your industry supervisors will also provide you with feedback to assist this reflective process.

### Details

Career Level: *Undergraduate*

Unit Level: *Level 3*

Credit Points: *12*

Student Contribution Band: *8*

Fraction of Full-Time Student Load: *0.25*

### Pre-requisites or Co-requisites

Completion of 72 credit points, or special approval by the Head of Course.

Important note: Students enrolled in a subsequent unit who failed their pre-requisite unit, should drop the subsequent unit before the census date or within 10 working days of Fail grade notification. Students who do not drop the unit in this timeframe cannot later drop the unit without academic and financial liability. See details in the [Assessment Policy and Procedure \(Higher Education Coursework\)](#).

### Offerings For Term 1 - 2022

- Mixed Mode

### Attendance Requirements

All on-campus students are expected to attend scheduled classes – in some units, these classes are identified as a mandatory (pass/fail) component and attendance is compulsory. International students, on a student visa, must maintain a full time study load and meet both attendance and academic progress requirements in each study period (satisfactory attendance for International students is defined as maintaining at least an 80% attendance record).

### Website

[This unit has a website, within the Moodle system, which is available two weeks before the start of term. It is important that you visit your Moodle site throughout the term. Please visit Moodle for more information.](#)

## Class and Assessment Overview

### Recommended Student Time Commitment

Each 12-credit Undergraduate unit at CQUniversity requires an overall time commitment of an average of 25 hours of study per week, making a total of 300 hours for the unit.

### Class Timetable

#### [Regional Campuses](#)

Bundaberg, Cairns, Emerald, Gladstone, Mackay, Rockhampton, Townsville

#### [Metropolitan Campuses](#)

Adelaide, Brisbane, Melbourne, Perth, Sydney

### Assessment Overview

#### 1. **Written Assessment**

Weighting: 100%

### Assessment Grading

This is a pass/fail (non-graded) unit. To pass the unit, you must pass all of the individual assessment tasks shown in the table above.

## CQUniversity Policies

**All University policies are available on the [CQUniversity Policy site](#).**

You may wish to view these policies:

- Grades and Results Policy
- Assessment Policy and Procedure (Higher Education Coursework)
- Review of Grade Procedure
- Student Academic Integrity Policy and Procedure
- Monitoring Academic Progress (MAP) Policy and Procedure – Domestic Students
- Monitoring Academic Progress (MAP) Policy and Procedure – International Students
- Student Refund and Credit Balance Policy and Procedure
- Student Feedback – Compliments and Complaints Policy and Procedure
- Information and Communications Technology Acceptable Use Policy and Procedure

This list is not an exhaustive list of all University policies. The full list of University policies are available on the [CQUniversity Policy site](#).

## Previous Student Feedback

### Feedback, Recommendations and Responses

Every unit is reviewed for enhancement each year. At the most recent review, the following staff and student feedback items were identified and recommendations were made.

#### Feedback from Student Feedback, Self Reflection

##### **Feedback**

Students enjoyed their placements, as this presented them with a great learning opportunity.

##### **Recommendation**

Student learning can be enhanced by being in regular touch with the Unit Coordinator to gain guidance on any workplace issues faced during placements

## Unit Learning Outcomes

**On successful completion of this unit, you will be able to:**

1. Apply ICT knowledge and skills in an authentic work environment
2. Practise soft skills such as teamwork and communication skills in an authentic work environment
3. Evaluate how your university studies prepared you for a job in the industry
4. Critically reflect on strength and weakness in knowledge and skills, related both to your discipline and workplace experience.

Australian Computer Society (ACS) recognises the Skills Framework for the Information Age (SFIA). SFIA is in use in over 100 countries and provides a widely used and consistent definition of ICT skills. SFIA is increasingly being used when developing job descriptions and role profiles.

ACS members can use the tool MySFIA to build a skills profile at <https://www.acs.org.au/professionalrecognition/mysfia-b2c.html>

This unit contributes to the following workplace skills as defined by SFIA. The SFIA code is included:

- Technical specialism (TECH)
- IT management (ITMG)
- Methods and tools (METL)
- Application support (ASUP)
- Problem management (PBMG)
- Learning and development management (ETMG)
- Professional development (PDSV)



## Textbooks and Resources

### Textbooks

**There are no required textbooks.**

### IT Resources

**You will need access to the following IT resources:**

- CQUniversity Student Email
- Internet
- Unit Website (Moodle)

## Referencing Style

All submissions for this unit must use the referencing style: [Harvard \(author-date\)](#)  
For further information, see the Assessment Tasks.

## Teaching Contacts

**Rajesh Sarin** Unit Coordinator  
[r.sarin@cqu.edu.au](mailto:r.sarin@cqu.edu.au)

## Schedule

### Week 1 - 07 Mar 2022

Module/Topic	Chapter	Events and Submissions/Topic
		Organise placement dates with unit coordinator. Attend host organisation as per placement agreement.

### Week 2 - 14 Mar 2022

Module/Topic	Chapter	Events and Submissions/Topic
		Attend host organisation as per placement agreement.

### Week 3 - 21 Mar 2022

Module/Topic	Chapter	Events and Submissions/Topic
		Attend host organisation as per placement agreement.

### Week 4 - 28 Mar 2022

Module/Topic	Chapter	Events and Submissions/Topic
		Attend host organisation as per placement agreement.

### Week 5 - 04 Apr 2022

Module/Topic	Chapter	Events and Submissions/Topic
		Attend host organisation as per placement agreement.

### Vacation Week - 11 Apr 2022

Module/Topic	Chapter	Events and Submissions/Topic
<b>Week 6 - 18 Apr 2022</b>		
Module/Topic	Chapter	Events and Submissions/Topic Attend host organisation as per placement agreement.
<b>Week 7 - 25 Apr 2022</b>		
Module/Topic	Chapter	Events and Submissions/Topic Attend host organisation as per placement agreement.
<b>Week 8 - 02 May 2022</b>		
Module/Topic	Chapter	Events and Submissions/Topic Attend host organisation as per placement agreement.
<b>Week 9 - 09 May 2022</b>		
Module/Topic	Chapter	Events and Submissions/Topic Attend host organisation as per placement agreement.
<b>Week 10 - 16 May 2022</b>		
Module/Topic	Chapter	Events and Submissions/Topic Attend host organisation as per placement agreement.
<b>Week 11 - 23 May 2022</b>		
Module/Topic	Chapter	Events and Submissions/Topic Attend host organisation as per placement agreement.
<b>Week 12 - 30 May 2022</b>		
Module/Topic	Chapter	Events and Submissions/Topic Attend host organisation as per placement agreement.
<b>Review/Exam Week - 06 Jun 2022</b>		
Module/Topic	Chapter	Events and Submissions/Topic
<b>Exam Week - 13 Jun 2022</b>		
Module/Topic	Chapter	Events and Submissions/Topic Submit Placement Report

## Term Specific Information

Associate Professor **Rajesh Sarin** | BBA, GDM, GDIS, MISM, MBA | Snr MACS

Associate Dean (WIL & Engagement) | School of Engineering & Technology

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## Assessment Tasks

### 1 Placement Assessments & Presentation

#### Assessment Type

Written Assessment

#### Task Description

All assessments in this unit are PASS/FAIL. However, the associated marking criteria does contain marks so that you can evaluate your performance throughout this unit.

**Upload formats are: MS Word, MS PowerPoint. Please see Moodle site for details.**

This assessment consists of four components: an overview of your host organisation and a description of your tasks, a presentation based on your learning journey, a reflective internship report (including ePortfolio) and feedback from the host organisation. None of the assessments in this unit have an explicit word length and you are to use your judgement when completing the assessments. You will not achieve a passing grade by submitting minimal information, nor should you require hundreds of pages to accomplish this task.

**1 - Overview of Host Organisation (report format) - Due on Friday Week 4 at 6 pm (AEST) and returned within 2 weeks.**

This assessment requires you to submit an overview of your host organisation, what industry they operate in, who you report to while there and a detailed description of the tasks you will undertake. The following report layout will assist you in developing your report.

- Executive summary
- Table of contents
- Introduction to the internship organisation
- Reporting structure - who do you report to and who is on your team
- Detailed description of the tasks to be undertaken
- Summary
- Reference list
- Appendices (as appropriate)

**(Please note: Zipped files or pasted images will receive ZERO marks.)**

**2 - Presentation due Week 11 as per Presentation Choices - opening for selection Week 9.**

Documentation due Friday Week 11 at 6pm (AEST) and returned within 2 weeks.

- This assessment requires that you give a presentation about your learning experiences while at the host organisation. The format of time allowed to each student is: 10 minutes presentation, 5 minutes Q&A, 5 minutes handover to next presenter, with a total of 20 minutes allocated to each student. Please note the time allocation is dependent on the number of presentations scheduled.
- Closer to the time of your presentation, the unit coordinator will organise with you the time slot for your presentation. (Note: The presentation date will be determined by availability of appropriate sessions during Week 11)
- You should base your presentation on aspects of your learning journey while at the host organisation and these should be discussed in more depth in your reflective internship report.
- You should introduce yourself at the start of your presentation, which major you studied and your host organisation. If you chose to undertake your internship based on your minor, please let the audience know this as well.

#### Presentation tips

- Set up and use of visual aids
- Timing of presentation, including Q&A
- Presented content is relevant to the internship
- Content is clear and concise

#### Presentation manner

- Professional dress
- Content is well explained
- Response to questions during Q&A

**(Please note: Zipped files or pasted images will receive ZERO marks.)**

**3 - Reflective Internship Report due on Friday Week 13 at 6pm (AEST) and returned on "Certification of Grades" day.**

Please note there are TWO parts to this assessment.

## **Part A - Reflective Internship Report**

This assessment requires that you write a final report on your placement with your host organisation and reflect on your learning experiences at your host organisation. As mentioned earlier there is no explicit word length requirements but you must submit a report that allows your marker to fully understand what you learned and how this helped you to carry out your tasks. Exercise your judgement to state what you need to and discuss it in enough detail so that we understand what you have achieved and did during your internship.

### **Your report should consist of the following:**

- Executive summary
- Table of contents
- Introduction, including your approach to learning your tasks
- Reporting structure including a responsibility matrix (RACI chart)
- Significant activities and events throughout your internship
- Detailed description of tasks performed, including any additional tasks assigned after the Host Overview report submitted earlier in the term.
- Any changes to the organisation based on your tasks undertaken
- Perceived strategic alignment of your tasks to organisational strategy
- Summary of your detailed reflections contained in your ePortfolio
- Conclusions
- Reference list

***(Please note: Zipped files or pasted images will receive ZERO marks)***

## **Part B - ePortfolio using Portfolium (or as advised by the Unit Coordinator).**

The second part of this assessment is your reflective ePortfolio. You should reflect on how the internship has assisted you in identifying and filling any knowledge gaps you may have felt you possessed. You develop your portfolio in Word and upload to Portfolium or as advised by the Unit Coordinator. Make sure that you include access to your ePortfolio with your uploaded work. If your marker cannot see your portfolio online you may receive ZERO marks. Included in your ePortfolio should be:

- The process of gaining a placement, job interviews and orientation
- A weekly discussion of the tasks you undertake with your host, and should consist of your daily tasks, your reflection on how these tasks assisted you to learn, and how you intend to fill any knowledge and skill gaps you identify through your reflection.
- A review of available jobs on <https://www.seek.com.au/> that match your skills gained at the Host Organisation and your Resume developed to apply for one of the jobs you identifies. (note: you should include the jobs found in your weekly reflections and discuss why you thought the job suitable).
- A review of your skills level using the Skills for the Information Age (SFIA) framework.

***(Please note: Zipped files or pasted images will receive ZERO marks.)***

**4 - Feedback from Host Organisation.** Host organisational feedback will be posted and released to you within two weeks of submitting the Final Evaluation including student comments.

- This assessment is based on the feedback from your host organisation throughout the term. **You do not need to submit this assessment.**
- The unit coordinator will upload the feedback to Moodle.

## **Assessment Due Date**

As per Task Description

## **Return Date to Students**

Items 1, 2 and 4 - within two weeks of submission. Item 3 on Grade Certification day.

## **Weighting**

100%

## **Assessment Criteria**

This is a Pass/Fail assessment item. Pass grades will be awarded to students who are judged to have made a reasonable attempt to comply with all requirements of the assessment item.

## **Referencing Style**

- [Harvard \(author-date\)](#)

## **Submission**

Online



**Submission Instructions**

Refer to unit web site.

**Learning Outcomes Assessed**

- Apply ICT knowledge and skills in an authentic work environment
- Practise soft skills such as teamwork and communication skills in an authentic work environment
- Evaluate how your university studies prepared you for a job in the industry
- Critically reflect on strength and weakness in knowledge and skills, related both to your discipline and workplace experience.

**Graduate Attributes**

- Communication
- Problem Solving
- Critical Thinking
- Information Literacy
- Team Work
- Information Technology Competence
- Cross Cultural Competence
- Ethical practice
- Social Innovation

## Academic Integrity Statement

As a CQUniversity student you are expected to act honestly in all aspects of your academic work.

Any assessable work undertaken or submitted for review or assessment must be your own work. Assessable work is any type of work you do to meet the assessment requirements in the unit, including draft work submitted for review and feedback and final work to be assessed.

When you use the ideas, words or data of others in your assessment, you must thoroughly and clearly acknowledge the source of this information by using the correct referencing style for your unit. Using others' work without proper acknowledgement may be considered a form of intellectual dishonesty.

Participating honestly, respectfully, responsibly, and fairly in your university study ensures the CQUniversity qualification you earn will be valued as a true indication of your individual academic achievement and will continue to receive the respect and recognition it deserves.

As a student, you are responsible for reading and following CQUniversity's policies, including the [Student Academic Integrity Policy and Procedure](#). This policy sets out CQUniversity's expectations of you to act with integrity, examples of academic integrity breaches to avoid, the processes used to address alleged breaches of academic integrity, and potential penalties.

### What is a breach of academic integrity?

A breach of academic integrity includes but is not limited to plagiarism, self-plagiarism, collusion, cheating, contract cheating, and academic misconduct. The Student Academic Integrity Policy and Procedure defines what these terms mean and gives examples.

### Why is academic integrity important?

A breach of academic integrity may result in one or more penalties, including suspension or even expulsion from the University. It can also have negative implications for student visas and future enrolment at CQUniversity or elsewhere. Students who engage in contract cheating also risk being blackmailed by contract cheating services.

### Where can I get assistance?

For academic advice and guidance, the [Academic Learning Centre \(ALC\)](#) can support you in becoming confident in completing assessments with integrity and of high standard.

### What can you do to act with integrity?



#### Be Honest

If your assessment task is done by someone else, it would be dishonest of you to claim it as your own



#### Seek Help

If you are not sure about how to cite or reference in essays, reports etc, then seek help from your lecturer, the library or the Academic Learning Centre (ALC)



#### Produce Original Work

Originality comes from your ability to read widely, think critically, and apply your gained knowledge to address a question or problem